

SECTION G - CONTRACT ADMINISTRATION DATA
FOR THE
INTEGRATED COMMERCIAL INTRUSION DETECTION SYSTEM-IV
(ICIDS-IV)
04 May 2007

SECTION G - CONTRACT ADMINISTRATION DATA**CLAUSES INCORPORATED BY FULL TEXT****IDENTIFICATION OF CORRESPONDENCE:**

All correspondence and data submitted by the contractor under this contract shall reference the contract number.

INVOICING AND VOUCHERING:

a. When authorized by the Defense Contract Audit Agency (DCAA) in accordance with DFARS 242.803(b)(i)(C), the contractor may submit interim vouchers directly to paying offices. Such authorization does not extend to the first and final vouchers. Submit first vouchers to the cognizant DCAA office. Final vouchers will be submitted to the ACO with a copy to DCAA.

b. Upon written notification to the contractor, DCAA may rescind the direct submission authority.

c. Should the contractor decline to submit interim vouchers directly to paying offices or if the contractor receives written notification that DCAA has rescinded the direct submission authority, public vouchers, together with any necessary supporting documentation, shall be submitted to the cognizant Defense Contract Audit Agency (DCAA) Office, prior to payment by the Finance and Accounting Office specified in Block 12, Page 1, Section A, of Standard Form 26.

d. The contractor shall identify on each public voucher: (1) The accounting classification reference number (ACRN) assigned to the accounting classification which pertains to the charges billed, e.g. "ACRN: AA;" (2) the Order Number/PRON; and (3) the words "BMD CONTRACT" in bold type on the face page of the voucher. Since vouchers are paid by Order Number/PRON within accounting classification, it is necessary that the Order Number/PRON be shown on each voucher.

e. Department of Defense requires that the Taxpayer Identification Number (TIN) be placed on all certified payment vouchers, including non-profit organizations, when submitting payment to the disbursing office. The only exception is foreign vendors, which will have the word "foreign" in the TIN field. Invoices will be returned to the vendor without payment if a TIN is not provided.

f. The contractor may include in provisional vouchers fixed fee based on the percentage of work completed, subject to the withholding reserve of the contract clause titled "Fixed Fee." The Contracting Officer may elect to withhold or accelerate fee payment based upon the Contractor's actual performance as compared to the milestone events target dates as set

g. The Paying Office shall ensure that the voucher is disbursed for each ACRN as indicated on the voucher (or as specified herein).

CONTRACT ADMINISTRATION: Administration of this contract will be performed by the cognizant office as shown in Block 7, Page 1, Section A, of DD Form 1155. No changes, deviations, or waivers shall be effective without a modification of the contract executed by the Contracting Officer or his duly authorized representative authorizing such changes, deviations, or waivers.

CONTRACTING ACTIVITY REPRESENTATIVES:

	Contractual Matters
NAME	Christopher Evans
ORGANIZATION CODE	SMDC-RDCM-AK
TELEPHONE NUMBERS COMMERCIAL	(256) 955-5878
DEFENSE SWITCHED NETWORK (DSN)	645-5878
EMAIL	Christopher.A.Evans@us.army.mil

CONTRACT MANAGEMENT

Notwithstanding the contractor's responsibility for total management responsibility during the performance of this contract, the administration of the contract will require maximum coordination between the Government PCO, ACO and the contractor. The following individuals will be the Government points of contact during performance of the contract:

a. Procuring Contracting Officer (PCO):

The PCO is responsible for the contract administration. The PCO is the only person authorized to approve changes in the terms, conditions, delivery schedules, technical requirements or price, as set forth in the contract. In the event the contractor effects any change at the direction of a person other than the PCO, the change will be considered to have been without authority. No adjustment will be made in the contract price to cover any increase in charges incurred as a result thereof. The PCO is:

US Army Space and Missile Defense Command (USASMDC)
Von Braun Complex
Attn: SMDC-RDCM-AK (Christopher A. Evans)
Building 5220, Rm 1028
Redstone Arsenal, Alabama 35898
Telephone Numbers: Commercial (256) 955-5878
DSN: 645-5878

During any absence of the Procuring Contracting Officer, other warranted Contracting Officers from USASMD C may authorize work under the contract.

b. A Contracting Officer's Representative (COR) will be designated on authority of the Contracting Officer to monitor all technical aspects and assist in administering the contract. The types of actions within the purview of the COR's authority are to assure that the Contractor performs the technical requirements of the contract; to perform, or cause to be performed, inspections necessary in connection with performance of the contract; to maintain both written and oral communications with the Contractor concerning the aspects of the contract within his purview; to issue written interpretations of technical requirements of Government drawings, designs, and specifications; to monitor the Contractor's performance under the contract and notify the Contractor and Contracting Officer of any deficiencies observed; and to coordinate Government furnished property availability and provide for site entry of Contractor personnel, if required. A letter of designation will be issued to the COR, with a copy supplied to the Contractor, stating the responsibilities and limitations of the COR. This letter will clarify to all parties of this contract the responsibilities which would result in a modification to the scope of work; changes in cost or price totals or estimates; changes in delivery dates; changes in any other mutually agreed upon term or provision of the contract. The designated COR is:

TBD (One will be named after contract award)

c. Administrative Contracting Officer (ACO). The ACO is responsible for the contract administration to include those items identified by FAR 42.302(a) in support of the Contract. The ACO is:

TBD (One will be named after contract award)

CERTIFICATION OF INVOICES

a. The Payment Office listed on the first page of the Award Document will make payment.

b. Invoices/vouchers will be completed and submitted in accordance with this Section G.

c. Although the appropriate Payment Office will make payment, all invoices/vouchers must first be submitted to the Contracting Officer's Representative (COR)/Administrative Contracting Officer's (ACO) Representative who will be the certifying officer. Once certified, the invoice or public voucher and corresponding DD Form 250, Material Inspection and Receiving Report, will be forwarded the appropriate paying office.

d. The Contracting Officer's/Contracting Officer's Representative's (COR)/Administrative Contracting Officer's (ACO) Representative certification of acceptance is an integral part of the correct invoice or voucher discussed in the "Discounts for Prompt Payment" clause, Section I.

RECEIVING REPORTS

a. Upon certification, the Contracting Officer/ Contracting Officer's

Representative/Administrative Contracting Officer's (ACO) Representative will forward the invoice/voucher and DD Form 250, Material Inspection and Receiving Report, to DCAA or the Payment Office, as appropriate.

b. The Receiving Report shall include:

- (1) Contract or other authorization number
- (2) Product or service description.
- (3) Quantities received, if applicable.
- (4) Date(s) property or services accepted.
- (5) Signature, printed name, title, phone number, and mailing address of the receiving official.

PAYMENT

Except as noted below, payment for all supplies and services shall be made upon Government acceptance in accordance with the appropriate Payments Clause.

INVOICE PAYMENT

The address to which payment should be made is: TBD

END OF SECTION G